

EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Reorganization Meeting

Tuesday, January 10, 2017

The Reorganization Meeting of the Eastampton Township Board of Education was called to order at 7:00 p.m. by Marian F. Smith, Business Administrator/Board Secretary.

FLAG SALUTE

PUBLIC ANNOUNCEMENT: In compliance with the Open Public Meeting Law, public notice of this meeting has been given by the Business Administrator in the following manner:

- A. Posted written notice on the official bulletin board at the Eastampton Community School on January 7, 2015.
- B. Mailed written notice to the *Burlington County Times* on January 7, 2015.
- C. Filed written notice with the Clerk of Eastampton Township on January 7, 2015.
- D. Filed written notice with the secretary of this body.
- E. Mailed written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charges fixed for such service.

ROLL CALL:

Glenn Forney - present
 Len DiGiacomo - present
 Deanna McGinnis - present
 Susan Taylor - present
 Samantha Zazzo - present

Ambrose F. Duckett, III, Superintendent of Schools
 Marian Smith, Business Administrator/Board Secretary

FIRE EXITS

FINAL ELECTION RESULTS –November 8, 2016:

Board of Education Candidates:

Three three-year term seats were available:

<u>Candidates</u>	<u>Total Votes</u>
Brian Curtis	1501
James Southard	1546

OATH OF OFFICE:

Brian Curtis
 James Southard

ELECTION OF OFFICERS:

- A. Call for nominations for Board President by Board Secretary - Mrs. Smith opened the floor for nominations for the position of Board President. Mrs. Taylor nominated Mr. Forney with Mrs. Zazzo seconding the motion. There were no other nominations. Roll call vote: Unanimous. The meeting was turned over to Mr. Forney.
- B. Call for nominations for Board Vice-President by Board President – Mr. Forney opened the floor for nominations for the position of vice-president. Mr. Forney nominated Mr. Curtis with Mrs. Zazzo seconding the motion. There were no other nominations. Roll call vote: Unanimous.
- C. Reading and signing of Administrative Code of Ethics forms – all Board Members
- D. Review of School Ethics PowerPoint presentation
- E. Appointment of Committee Chairs:
 - Personnel – Susan Taylor
 - Finance – Glenn Forney
 - Policy & Legislative Action – Len DiGiacomo
 - Future Planning and BCSBA – Deanna McGinnis
 - Twp Liaison & PR – James Southard
 - Curriculum – Samantha Zazzo
 - Building & Grounds – Brian Curtis

MEETING DATES AND TIMES:

On a motion by Glenn Forney, seconded by Deanna McGinnis, the following resolution was approved. Roll call vote: Unanimous. Motion carried.

Open Public Meetings Act – Establish Meeting Dates, Time and Place

RESOLVED that the Eastampton Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Library at the Eastampton Community School, 1 Student Drive, Eastampton, NJ 08060 at 7:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the *Burlington County Times* and the *Courier Post* as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Front Office showcase and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates (2017):

January 31	August 29 – 6pm meeting
February 21	September 26
March 21 –	October 24
April 25 – Budget Public Hearing	November 21
May 23	December 19
June 13	January 9, 2018

REORGANIZATION APPOINTMENTS/DESIGNATIONS:

On a motion by Glenn Forney, seconded by Len DiGiacomo, the following reorganization items were approved. Roll call vote:

Glenn Forney – abstain to B. Finance #17; yes to remainder
 Len DiGiacomo – yes
 Brian Curtis - abstain to B. Finance #17; yes to remainder
 Deanna McGinnis – yes
 James Southard – yes
 Susan Taylor – yes
 Samantha Zazzo – yes

Motion carried.

A. POLICY:

- 1) Existing bylaws and policies for continuity of operation of the Board and the school system.
- 2) Code of Ethics established by New Jersey Department of Education 18A:12-21 et. Seq. (each Board member must acknowledge receipt of Code).
- 3) Robert's Rules of Order as the basis for the conduct of all meetings of the Board.

B. APPOINTMENTS/DESIGNATIONS:

Recommend the Board approve the following appointments and designations through June 30, 2017:

Personnel:

- 1) Marian F. Smith as Board Secretary/Public Agency Compliance Officer/Qualified Purchasing Agent with authority to award contracts up to the bid threshold of \$40,000 and a quote threshold of \$6,000.
- 2) Marian F. Smith as Custodian of Records for the Open Public Records Act (OPRA)
- 3) Debra Marion Sensbach as Title IX Officer, District 504 Compliance Officer, ADA Coordinator
- 4) Nicole Ragone as HIB Specialist
- 5) Erin D'Addona as HIB Specialist
- 6) Brianna Rucci, as District Affirmative Action Officer, HIB District Coordinator
- 7) Jennifer Greenewald as District Substitute Caller
- 8) James White as AHERA Coordinator, Asbestos Management Officer, Right to Know Officer, Integrated Pest Management Coordinator

- 9) Recommend the establishment of the rate of \$78 per day for substitute pay
- 10) Recommend the establishment of the rate of \$10/ hour for substitute custodians and substitute secretaries
- 11) Kelly Cox as Treasurer of School Monies

Finance:

- 1) Ambrose F. Duckett, III/Marian F. Smith (alternate) as district representatives with authorization to file applications and accept grants for Federal and State funds on behalf of the Board
- 2) Re-adoption of assets and obligations of the previous Board
- 3) Business Administrator/Board Secretary to invest Board of Education funds
- 4) Travel and Related Expense Reimbursement - 2017

WHEREAS, the Eastampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$30,000 for all staff and board members.

- 5) Procurement of goods and services through state contracts for the 2017 year when feasible and specifically the following contracts:
 - DELL M-0483,WSCA/8997; M-0003; WSCA/89830
 - RICOH 40467/G2075 16-r-24223
 - CDW-G M-0003/89849
 - WSCA 89967
 - Francotyp Postalia, Inc (FP), Mailroom Equipment, T-0200
- 6) Continued membership in the Educational Services Commission of New Jersey (ESCNJ) formerly MRESC—a cooperative Pricing System and National Joint Powers Alliance.
- 7) Investor's Bank as the official depository for school monies for all district accounts.
- 8) Signatures on the district's bank accounts at Investor's Bank:
 - Agency: Treasurer and Business Administrator
 - Cafeteria: Treasurer and Business Administrator
 - Custodial: Business Administrator or Superintendent AND Treasurer AND Board President
 - Payroll: Business Administrator and Treasurer
 - Student Activity: Business Administrator or Superintendent AND Board President
 - Flex: Business Administrator and Treasurer
 - DCRP: Business Administrator and Treasurer
- 9) Authorize Business Administrator to advertise for bids and /or RFPs as required
- 10) Authorize Business Administrator to conduct sale of surplus furniture and equipment if needed in accordance with Board policy
- 11) Designate the following companies to offer Tax Sheltered Plans 403(b) and 457(b): ABCO-ING, AXA

- Equitable, Lincoln Investment Planning, Inc.
12) Tax Shelter Annuity Brokers:

AXA Equitable
Ted M. Beal, Jr.
333 Thronall St., 8th Floor
Edison, NJ 08837

Lincoln Investment Planning, Inc.
8000 Sagemore Drive, Ste. 8301
Marlton, NJ 08053

Voya Financial Advisers, LLC
215 Main Street
PO Box 221
Rancocas, NJ 08073
Windsor, CT 06095-4774

- 13) Establish the following rates for tuition for the 2016-2017 school year, ending June 30, 2017:
Kindergarten - \$13,697
Grades 1-5 - \$13,751
Grades 6-8 - \$13,875
Special Ed. – MD Class - \$16,394
14) Accept the attached Budget Process calendar for the 2017-2018 Budget Year (**Attachment**)
15) Recommend the board approve the following Criteria for Independent Evaluations:

In accordance with the N.J.A.C., the Eastampton Township School District required all Independent Evaluations to adhere to New Jersey Regulations (6A:1403) regarding professional license and certifications issued by the New Jersey Department of Education and (6A:14-2.5) with respect to protections in the evaluation procedures.

In addition, the Eastampton Township School District has established reasonable cost criteria as allowable in the memorandum from the Office of Special Education dated 10/1/2013.

Maximum fees for the Child Study Team and related evaluations are as follows:

Psychological Evaluation	\$500.00
LDT/C Evaluation	\$500.00
Social Case History	\$500.00
Speech/Language Evaluation	\$400.00
Psychiatric Evaluation	\$600.00
Neurological Evaluation	\$550.00
Neuro-Psychological Evaluation	\$1300.00
Functional Behavioral Evaluation	\$500.00
Audiological Evaluation	\$300.00
Central Auditory Processing Evaluation	\$400.00
Occupational Therapy Evaluation	\$350.00
Physical Therapy Evaluation	\$350.00
Assistive Technology Evaluation	\$895.00
Vocational Assessment	\$70.00 per hour

*Exceptions to this fee schedule will be granted based on the unique needs of a student who may require the examiner to have specific expertise in order to evaluate the student.

- 16) Recommend the Board accept the following list of professionals to provide services as directed by the Child Study Team:

Carlo B. Melini, MD. P.A. – Neurological Evaluations - \$350
Joseph C. Hewitt, D.O. – Psychiatrist - \$525
Edward Tobe – Psychiatrist - \$250
REM Audiology - \$250-\$595/exam +Maintenance of Equipment
Dr. Greg Semica - Burlington County Eye Physicians

- 17) Regan Young England Butera as District Architect of Record in a non-fair and open process
Parker McCay as District Solicitor at \$170/hr as needed.

Curriculum (January 1 – December 31, 2017):

- 1) Continuation of existing curricula and textbooks and materials
- 2) Authorization of pupil records to be collected and maintained by authorized certified school personnel as outlined by State rules and regulations

ADJOURNMENT TO REGULAR MEETING:

Mr. Forney adjourned to the regular meeting at 7:26pm.

PUBLIC PARTICIPATION:

All meetings must be open to the public at all times except for those meetings at which certain excepted matters are discussed. However, the right of the public to be present at the meeting should not be confused with public participation. The public body retains the right to permit, regulate or prohibit active participation of the public at any meeting. (N.J.S.A. 10:4-12 (a)).

NONE

SUPERINTENDENT'S REPORT: (Ambrose F. Duckett, III, Superintendent)

A. Discussion Items:

- 1) Update of Board Goals – Mr. Duckett updated the board on the progress of the 2016-2017 established goals.

ADJOURNMENT:

With no further business to discuss the Board meeting was adjourned at 7:38 p.m. on a motion by Glenn Forney, seconded by James Southard. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary